

# **2017**

## **Clatsop Community College**

### **EMERGENCY RESPONSE PLAN-SCC CAMPUS**

#### **EMERGENCY TELEPHONE NUMBERS**

**Additional Emergency Numbers Are Listed on Back Page**

<b>Physical Plant:</b>	<b>503-338-2489</b>
<b>24 Hour/Text:</b>	<b>503-791-3320</b>
<b>(VPFO) Vice President, Finance and Operations:</b>	<b>503-338-2421</b>
<b>Cell:</b>	<b>503-313-8738</b>
<b>(VPAA) Vice President, Academic Affairs:</b>	<b>503-338-2440</b>

## **EMERGENCY: 911**



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

## **Lockdown**

A “lockdown” is a temporary sheltering technique that limits building occupants’ exposure to potential threats.

When alerted of a lockdown:

- Stay in your office or classroom
- Keep all occupants in the same room
- Do not exit the building or classroom
- Do not open the door for anyone to enter

College personnel (officials) will secure the facilities and notify building occupants when an all clear has been issued.

# **LOCKDOWN**

## **Lockout**

Lockouts will typically be done by college personnel, either officials or physical plant workers. This is done when there is a possibility of an external threat or problem. Staff and students should return to the buildings and continue as usual.

# **LOCKOUT**

## **Evacuate**

Evacuate is called to move students and staff from one location to another, safer location.

- Grab roll sheet if possible
- Lead out to evacuate
- Leave stuff behind
- Take phone

# **EVACUATE**

## **Shelter**

Shelter is called when the need for personal protection is necessary.

- Tornado, bomb threat, hazard
- Drop, cover, hold, seal, silence (Use appropriate method)
- Take roll if possible

# **SHELTER**

### **Ill or Injured Person**

To report an injury to CCC students, faculty or staff, contact the physical plant (503-791-3320, 503-338-2489).

In the event of serious injury or illness, immediately call 911.

Keep the person still and comfortable and do not move the person unless there is an immediate threat to life such as fire, smoke, or chemical exposure.

- Ask the person “are you okay?” and “what is wrong?”
- Question any witnesses and give all information to the paramedics.
- CPR and/or first aid should be rendered by trained personnel.

Complete an Accident/Injury/Incident form after care is provided.

## **ILL OR INJURED PERSON**

## **Utility Failures**

### **Gas Leak**

- Cease all operations
- Use no equipment, lights, phones, lighters, or matches
- Evacuate building, closing doors if safety permits
- Immediately call 911 and the Physical Plant (503-791-3320, 5103-338-2489)

### **Power Outage**

- In the event of a major utility failure, notify the Physical Plant (503-791-3320, 503-338-2489) immediately.
- If a power outage occurs in the building, in most instances the telephones should remain operational by battery for a period of time.

### **Plumbing Failure/Flood**

- Immediately cease use of all electrical equipment. Vacate the area if necessary.
- Notify the Physical Plant (503-791-3320, 503-338-2489).

# **UTILITY FAILURES/INTERNAL GAS LEAK**

## **Chemical Spill**

- Any spillage of a hazardous chemical should be immediately reported to the Physical Plant:  
503-338-2489 or 503-791-3320
- When reporting, be specific about the nature of the involved material, quantity, and the exact location.
- Physical Plant personnel will:
  1. Begin evacuation of the affected area if necessary.
  2. Give directions to be followed.
  3. Secure the immediate area by any of the following means:  
close doors, windows, cabinets, shut off fans or ignition sources
  4. Move anyone contaminated to a safe area away from the hazard and others, and shower, if needed.
- Safety captains will assist with building evacuation.
- Chemical spill kits are located in the Chemistry Lab and the Chemical Store Room.

**CHEMICAL SPILL**



## **Natural Disasters**

Evacuation routes are posted in each room and office on campus

### **Earthquake:**

During an earthquake always remain calm and quickly follow the steps outlined below.

- Remember to drop, cover and hold or take other protective action.
- Stay away from glass windows, shelves, and heavy equipment.
- Evacuate when the shaking has stopped or as soon as it is safe. Move quickly away from buildings, utility poles and other structures.
- Caution: always avoid power and utility lines as they may be energized.
- Gas leaks and power failures create special hazards.
- If emergency help is necessary activate the nearest fire alarm pull or call 911.
- Protect yourself at all times and be prepared for aftershocks.
- If the fire alarm system is activated, evacuate the building.
- Identify places in your workplace that will be safe during an earthquake.
- Safety captains will assist with building evacuation.

**DO NOT re-enter buildings until an All Clear is issued.**

Damaged facilities should be reported to the Physical Plant (503-791-3320, 503-338-2489).

### **Tsunami:**

- Know your area's tsunami emergency response procedures.
- Have tsunami evacuation map posted in main lobby or area. *See next page.*
- Use the identified evacuation route from your building.

# **NATURAL DISASTERS**

# SEASIDE TSUNAMI EVACUATION MAP

## 1 If you feel an earthquake

Drop, cover and hold. After the earthquake, don't wait for an official warning, head immediately out of the tsunami inundation zone. (It is estimated you'll have 20 minutes to reach higher ground.)

## 2 Where to go?

From SCC:

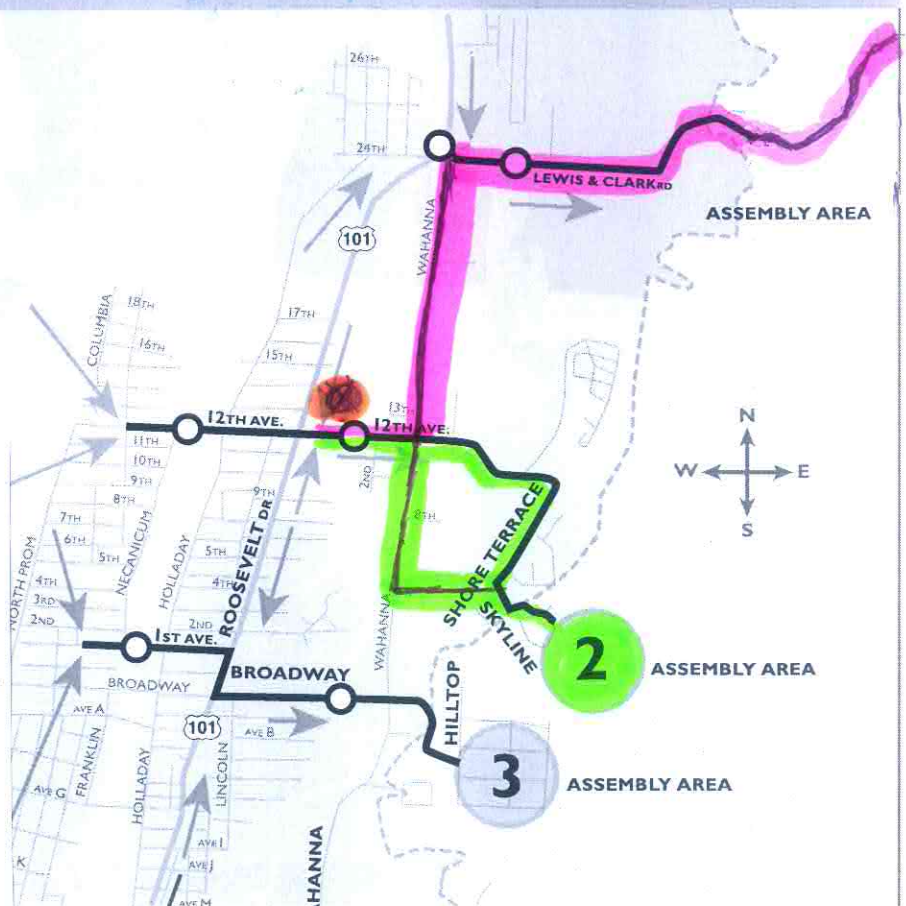
Go South 2 blocks to 12<sup>th</sup>.  
(Recommend parking lot route south.)  
Turn left onto 12<sup>th</sup>.

For Seaside, Cannon Beach, Gearhart, etc.:

- Stay on 12<sup>th</sup> to Wahanna
- Turn right.
- Stay on Wahanna to Shore Terrace
- Turn left.
- Drive to Skyline
- Turn right and follow to top.
- Wait for "all clear".

For Astoria, Warrenton, etc.:

- Stay on 12<sup>th</sup> to Wahanna, turn left.
- Drive north to Lewis and Clark Rd.
- Turn right.
- Follow old highway into Astoria.



- You are here
- Seaside Residents
- Astoria Residents

## **Fire or Explosion**

### **For All Small, Contained Fires:**

- Activate the nearest fire alarm.
- Evacuate the building even if the alarm stops while you are on your way out.  
Do not return until an “**All Clear**” notice is given by on-scene police or fire personnel.
- Safety captains will assist with building evacuation.  
Close doors to evacuated rooms and leave the lights on if time permits.
- Incident must be reported to the Physical Plant Department (338-2489).

### **For Major, Uncontrollable Fires or Explosion:**

- Activate the nearest fire alarm pull.
- Call 911 from a safe location to confirm and provide the location of the fire or explosion in the building.
- Evacuate the building. Do not return until an “All Clear” notice is given by on-scene police or fire personnel.
- Safety captains will assist with building evacuation. If safety permits, close doors to evacuated rooms and leave the lights on.

When reporting or extinguishing a fire, cautionary judgment and common sense should serve as the best guides. The following procedures should be followed if possible:

### **Remember R.A.C.E.**

- **Rescue:** When you discover a fire, rescue or assist people in immediate danger, but only if you can do so safely and without endangering yourself.
- **Alarm:** Activate the nearest fire alarm pull and call 911.
- **Confine:** Close all doors as you leave, but only if you can do so safely.
- **Evacuate:** Immediately evacuate the building.

# **FIRE OR EXPLOSION**

## **Bomb Threat**

A bomb threat is an allegation that an explosive device is located on the premises.

### **If You Find A Suspicious Package:**

Immediately notify the President's office (338-2425) or the VPCS office (338-2421).

**DO NOT MOVE THE PACKAGE.**

### **If A Bomb Threat is received by Telephone:**

- In a calm voice, try to obtain as much information as possible about the bomb and the caller.
- If practical, do not hang up the phone. Have someone else alert the VPCS office or the President's office.

### **If a Written Bomb Threat is received:**

- Immediately alert the VPCS office or the President's office.
- Avoid handling the threat as much as possible to allow for evidence processing.
- Keep track of the following information:
  1. Who found the threat
  2. Who was present when the threat was received
  3. When it was found or delivered
  4. Where the threat was found or how it was delivered
  5. Did anyone touch the threat

### **If the Decision to Evacuate is made:**

- **Do not activate the fire alarm system. Do not use portable radios near the building. Do not use cell phones.**

Safety captains will assist with building evacuation. If safety permits, close doors to evacuated rooms and leave the lights on.

# **BOMB THREAT**

## **EMERGENCY TELEPHONE NUMBERS**

**Physical Plant:** 503-338-2489

**Security:** 503-791-3320

**Vice President, College Services:** 503-338-2421

503-338-6218 (cell)

### **SEASIDE**

**Police:** 911 (emergency only)

503-738-6311 (non-emergency dispatch)

**Fire:** 911 (emergency only)

503-738-5420 (other business)

**Public Works Shops:** 503-738-5112

**Providence Seaside Hospital:** 503-717-7000

### **CLATSOP COUNTY**

**Sheriff:** 911 (emergency only)

503-325-2061 (non-emergency dispatch)

**Clatsop County Emergency Services:** 503-325-8645

**Clatsop County Jail:** 503-325-8641

**Public Works Shops:** 503-325-8631

### **OTHER**

**American Red Cross:** 503-325-4721

**Pacific Power:** 877-548-3768 (outages and emergencies)

**Northwest Natural Gas:** 800-882-3377 (gas odor emergencies)

**Clatsop County Health and Human Services:** 503- 325-8500

**Medix Ambulance:** 503- 861-1990+6

**Oregon Road Conditions:** 800- 977-6368

**Oregon State Police Dispatch:** 503- 325-2231

**Washington Road Conditions:** 800- 695-7623

**Poison Control:** 800- 452-7165

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